

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
TO PROVIDE the Official Delaware Travel Guide  
ISSUED BY the Delaware Tourism Office**

**I. Overview**

The State of Delaware/DTO Tourism Office (DTO), a division of the Delaware Economic Development Office (DEDO), seeks proposals for the publication of the Official Delaware Travel Guide. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ 6981, 6982 and 6986.

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: August 17 and August 24, 2010
Deadline for Receipt of Proposals	Date: September 14, 2010
Notification of Award	Date: on or before October 15, 2010

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware/DTO reserves the right to deny any and all exceptions taken to the RFP requirements.

## **II. Scope of Services**

### **A. Background**

The Official Travel Guide is the State's primary tourism inquiry fulfillment publication for use in its domestic and international marketing efforts. It is a full-color magazine-style publication that provides information to prospective visitors to Delaware. Topics should include: Beaches, Outdoor Recreation, Sports, Gaming, Dining, Leisure, Accommodations, History, Arts & Culture.

The printed publication is used as a primary fulfillment piece in response to inquiries to DTO's call center and Web site, [www.VisitDelaware.com](http://www.VisitDelaware.com). The same data, editorial content and photographs that appear in the Travel Guide will be loaded to DTO's Web site for electronic publication.

In addition to serving as primary fulfillment, circulation of the Travel Guide includes in-state distribution at various Visitor Centers and numerous major hotel properties and attractions throughout the State. It is also distributed at consumer travel and travel trade shows. It is also used for convention mailings and at convention information booths.

The Guide's final presentation should be an inviting, upscale and user-friendly piece that features comprehensive information designed to "sell" Delaware as an appealing travel destination to prospective visitors. The overall major objective of the Guide is to encourage inquirers to make specific travel plans to visit Delaware.

### **B. Objectives**

DTO has the following objectives in issuing this RFP and entering into a contract with the selected bidder:

1. To produce an accurate publication that includes: editorial, photography, advertising, accurate representation of attractions; State parks, accommodations, sports facilities, meeting and convention facilities and restaurants for print and electronic publication;
2. To outsource solicitation of listing information, data entry, proofing and editing of listing information as supplied by tourism partners;
3. To outsource sales of advertising;
4. To outsource design and production of the publication;
5. To outsource the acquisition of relevant high resolution photography for use in the Official Travel Guide, as well as other marketing efforts;
6. To produce an attractive publication that reflects the State's tourism industry.
7. To provide the DTO on spreadsheet format, a complete listing of all attractions, State parks, accommodations, sports facilities, meeting and convention facilities and restaurants listed in the new Travel Guide.

### C. Services

The selected firm must be able to *provide* the following services either directly or through one or more subcontractors:

1. Design a publication that is a sales tool;
2. Solicit accurate and complete information from industry partners and organizations for listings;
3. Advertising sales, billing and collection;
4. Provide editorial content;
5. Acquire appropriate high resolution photography;
6. *Verify, proof and edit* all published information to include, but not limited to: all names, addresses (including city, state and zip codes), phone numbers, e-mail addresses and Web sites;
7. The data entry information provided by tourism partners and organizations must be converted to a print ready Excel spreadsheet, and provided to the Delaware Tourism Office.
8. A proposed layout and design of printed the publication, along with a proposed *proof timeline* should be submitted with proposal.
9. First proof due no later than **January 10, 2011**
10. Include project timeline.
11. Print and produce publication in quantities specified by DTO;
12. Package publication in boxes of 25 or 50, not to exceed 30 pounds;
13. Deliver printed publication no later than **February 25, 2011** and deliver a DTO-specified amount to the DTO office in Dover, Del.;
14. Coordinate delivery of publication with DTO;
15. Acquire all appropriate approvals and authorizations to use any and/or all material in the Travel Guide and on the Website.

### D. Deliverables

Create an advertising rate structure and sales plan proposal. On a monthly basis the contractor shall submit a fiscal report regarding advertising sold to DTO, which shall consist of at least the following information:

1. Individual or company to which advertisements were sold,
2. Cost and size of each advertisement sold,
3. Total number of advertisements sold year to date,
4. Drafts of all content for approval by the Delaware Tourism Office according to the agreed schedule,
5. Copies of all listings, high resolution photography and editorial content to DTO and DTO's Web site contractor in electronic format or formats specified by DTO,
6. Completed publication according to all specifications must be delivered on or before **February 25, 2011**.

## **E. Project Specifications**

The project will be awarded to that vendor whose bid most clearly demonstrates accomplishing this objective in a creative, regionally organized, informative and graphically attractive format, balanced with cost efficiency considerations.

1. Dining and Accommodations are to be in a well ordered table format. (*see exhibit A*).
2. An approved, full-page fold out map of the State, plus 3 full page individual fold out maps of each of the 3 counties.
3. Advertising to be all in the same format (as in co-op layout)
4. High resolution photography of Delaware attractions, facilities and events. All photography included in the Travel Guide will be provided by the contractor to the Delaware Tourism Office on a disk or Flash drive. The contractor will grant the State, and anyone authorized by the State, a royalty-free, perpetual, irrevocable, non-exclusive, unrestricted, worldwide license to use, copy, modify, transmit, sell, exploit, create derivative works from, distribute, and/or publicly perform or display such material, in whole or in part, in any manner or medium, now known or hereafter developed, for any purpose. The foregoing grant shall include the right to exploit any proprietary rights in such posting or submission, including, but not limited to, rights under copyright, trademark, service mark or patent laws under any relevant jurisdiction.
5. All editorial content will be provided by the contractor to include: a minimum of five (5) feature evergreen stories related to a tourism niche, one (1) walking tour for each county, one (1) two-day one night itinerary per county,
6. Publication design must incorporate Delaware's image campaign, consistent with the official tourism Web site, [www.VisitDelaware.com](http://www.VisitDelaware.com).
7. A listing will be provided at no charge for each attraction (*in table format*) including at a minimum: the name of the venue, brief description, address, hours of operation, phone number, Web site address (if applicable), information e-mail address (if applicable) and pre-defined symbols (as applicable). This list will be provided in an Excel spreadsheet to the Delaware Tourism Office.
8. A listing will be provided at no charge for each accommodation (*in table format*) including at a minimum: the name of the accommodation, brief description, address, hours of operation, phone number, Web site address (if applicable), information e-mail address (if applicable) and pre-defined symbols (as applicable). This list will be provided in an Excel spreadsheet to the Delaware Tourism Office.
9. A listing will be provided at no charge for each restaurant (*in table format*) including at a minimum: the name of the restaurant, brief description, address, hours of operation, phone number, Web site address (if applicable), information e-mail address (if applicable) and pre-defined symbols (as applicable). This list will be provided in an Excel spreadsheet to the Delaware Tourism Office.
10. A Table of Contents will be included that matches the titles given each section with the correct page numbers along with corresponding photo's in the Travel Guide. (*see exhibit B*)

11. A trackable reader response card for potential visitors travel habits to include advertisers and niche locations. (*see exhibit C*)
12. DTO would like to make this piece more interactive through technology that provides real time information. DTO is open to suggestions from the vendor as to how technology can be incorporated into the travel guide, preferably interfacing with the official tourism Web site, [www.VisitDelaware.com](http://www.VisitDelaware.com).
13. Sections to be included but not limited to:
  - Index
  - Getting Here
  - Visitor Centers
  - County CVB Listings
  - In state Mileage chart
  - State Facts
  - Vacation Ideas
  - Transportation and touring
  - Tourism Regions by county, color coded
  - Calendar of evergreen events
  - Resource guide by county
14. Include Delaware Geocaching Trail and Delaware Wine and Ale Trail
15. Include page about [www.visitedelaware.com](http://www.visitedelaware.com)
16. Flash Guide to include click through to websites, sortable and printable
17. Scenic Byways
18. Include tax free shopping
19. Include project timeline

## **F. Technical Specifications**

The contractor shall comply with all of the following Technical Specifications for the Delaware Travel Guide:

1. Quantity: 150,000 to 250,000 copies depending on cost
2. Size: 5" X 8" folded/perfect bound trim size
3. Pages: At least 96 pages plus cover. There is no maximum, except that the publication cannot exceed the weight restrictions specified in item above. Final page count contingent upon advertising.
4. Stock: Cover: 80# coated text (gloss), grade 2
5. Stock: 45# white gloss text stock or better(text)
6. Stock: Paper quality/brightness should be #2 or better
7. Inks/Color: Four-color process throughout. Allow for bleeds, screens and areas of solid coverage.
8. Font to be determined,
9. Binding – Perfect Bound
10. Insertion: A perforated response card on card stock that must meet postal regulations on mail back.
11. Weight: Each copy must weigh less than eight (8) ounces.
12. Fold outs: 4 fold out maps 1 state, 1 each county

## **1. Advertising Specifications**

1. Free listings will be provided for all qualified attractions, accommodations, restaurants and recreational businesses to insure comprehensive information about the tourism services available in Delaware for the visitor.
2. Advertising may be placed on the listings pages, the inside front and back covers, No advertising shall be placed in the editorial pages, outside front cover, or map pages in the Travel Guide.
3. The contractor shall create an advertising rate structure, sales plan proposal and billing and collection system for approval by DTO.
4. The contractor shall be responsible for the direct mailing or email solicitation to all potential Travel Guide customers to request updates of information on existing free listings, i.e. attractions, State Parks, accommodations and other travel related services. DTO will provide a one-page introduction to the tourism industry partners.
5. The only advertisements that shall be allowed in the Travel Guide shall be advertisements of businesses that provide a service to the traveling and/or tourist public. Specifically excluded advertisements: any product or service that could result in a negative image to the State; morally offensive; competing interests; or any product or service documented to be harmful to health or well being.
6. The contractor shall be responsible for all aspects of marketing, billing and collections and all other activities in association with the selling of advertisements for the Travel Guide.
7. The contractor shall only be allowed to charge the advertising rates as approved by the State. DTO shall consider opportunistic advertising rates and shall provide a prompt answer for such rates outside of the approved rate card.
8. The contractor shall only be allowed to sell advertisements to businesses that are licensed to operate directly within the State or that operate indirectly, such as international airlines; but shall exclude the promotion of attractions outside of Delaware.
9. DTO shall have final approval of all advertisements after an initial screening by the contractor, before any advertisement is placed in the Travel Guide. DTO shall make approval or disapproval decisions in its sole discretion.
10. The State shall have no responsibility or obligations for any advertisements sold by the contractor for the Travel Guide
11. All advertisement will be on the same template to give a uniform and more information look to the advertisements.
12. All advertisements will be placed in related sections.

### **III. Required Information**

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

#### **A. Minimum Requirements**

1. Delaware business license:  
Provide evidence of a Delaware business license or evidence of an application to obtain the business license upon awarding of the RFP..
2. Professional liability insurance:  
Provide evidence of professional liability insurance in the amount of \$1,000,000.00 upon awarding of RFP.
3. (Any other minimum criteria required)  
Tax Information:  
Provide a copy of W9 however, after awarding of the RFP, the awarded vendor must submit their W9 Tax Information on the State of Delaware's website at:  
<https://dew9.accounting.delaware.gov/accounting/w-9.nsf/w9!OpenForm>

#### **B. General Evaluation Requirements**

1. Experience and Reputation
2. Expertise (for the particular project under consideration)
3. Capacity to meet requirements (size, financial condition, etc.)
4. Creativity, Artistic design
5. Demonstrated ability with like kind projects
6. Familiarity with public work and its requirements
7. Other criteria necessary for a quality cost-effective project

#### **IV. Professional Services RFP Administrative Information**

##### **A. RFP Issuance**

###### **1. Obtaining Copies of the RFP**

This RFP is available in electronic form [only] through the State of Delaware/DTO, Delaware Economic Development Office Web site at <http://dedo.delaware.gov/Tourism.shtml>. Paper copies of this RFP will not be available.

###### **2. Public Notice**

Public notice has been provided in accordance with 29 *Del. C.* § 6981.

###### **3. Assistance to Vendors with a Disability**

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

###### **4. RFP Designated Contact**

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware/DTO. Address all communications to the person listed below; communications made to other State of Delaware/DTO personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written Statements issued by the RFP designated contact.

**Linda Parkowski**  
**DELAWARE TOURISM OFFICE**  
**99 KINGS HIGHWAY**  
**DOVER, DE 19901**  
**Linda.Parkowski@state.de.us**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

###### **5. Consultants and Legal Counsel**

The State of Delaware/DTO may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact consultant or legal counsel on any matter related to the RFP.



**6. Contact with State Employees**

Direct contact with State of Delaware/DTO employees other than the State of Delaware/DTO Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware/DTO employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

**7. Organizations Ineligible to Bid**

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware/DTO for any reason is ineligible to respond to the RFP.

**8. Exclusions**

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

- a) Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b) Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;
- c) Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d) Has violated contract provisions such as:
  - 1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e) Has violated ethical standards set out in law or regulation; and
- f) Any other cause listed in regulations of the State of Delaware/DTO determined to be serious and compelling as to affect responsibility

as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

**B. RFP Submissions**

**1. Acknowledgement of Understanding of Terms**

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

**2. Proposals**

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with (4) paper copies and (1) electronic copy on CD or flash drive.

All properly sealed and marked proposals are to be sent to the State of Delaware/DTO and received no later than **4:00 PM EST** on September 14, 2010. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**Delaware Tourism Office  
Travel Guide RFP  
99 Kings Highway  
Dover, DE 19901**

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **4:00 PM EST** on September 14, 2010. Any proposal received after this date shall not be considered and may be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

**3. Proposal Modifications**

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to

proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

**4. Proposal Costs and Expenses**

The State of Delaware/DTO will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.

**5. Proposal Expiration Date**

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through October 15, 2012. The State of Delaware/DTO reserves the right to ask for an extension of time if needed.

**6. Late Proposals**

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

**7. Proposal Opening**

The DTO will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of the DTO personnel.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.

**8. Non-Conforming Proposals**

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the DTO.

**9. Concise Proposals**

The DTO discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware/DTO's interest is in the quality and responsiveness of the proposal.

**10. Realistic Proposals**

It is the expectation of the State of Delaware/DTO that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

The State of Delaware/DTO shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

**11. Confidentiality of Documents**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the DTO/Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware/DTO is a public agency as defined by State law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware/DTO's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware/DTO/DTO and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware/DTO/DTO will open the envelope to determine whether the procedure described above has been followed.

## **12. Multi-Vendor Solutions (Joint Ventures)**

Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the “**prime contractor**”. The “**prime contractor**” must be the joint venture’s contact point for the DTO and be responsible for the joint venture’s performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendors’ systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by the State of Delaware/DTO, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to the State of Delaware/DTO caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor.

Multi-vendor proposals must be a consolidated response with all cost included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.

### **a. Primary Vendor**

The State of Delaware/DTO/DTO expects to negotiate and contract with only one “prime vendor”. The DTO will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors.

Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

Nothing in this section shall prohibit the State of Delaware/DTO from the full exercise of its options under Section IV.B.16 regarding multiple source contracting.

### **b. Sub-Contracting**

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any subcontractors must be approved by State of Delaware/DTO.

**c. Multiple Proposals**

A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals.

**13. Sub-Contracting**

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by State of Delaware/DTO.

**14. Discrepancies and Omissions**

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware/DTO's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

**a. RFP Question and Answer Process**

The State of Delaware/DTO will allow only email requests for clarification of the RFP. All questions should be sent to Linda.parkowski@state.de.us. All questions will be consolidated into a single set of responses which will be emailed on August 27<sup>th</sup> and September 3rd. Vendors' names will be removed from questions in the responses released. Questions should be submitted

in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

Question

**15. State's Right to Reject Proposals**

The State of Delaware/DTO reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the State of Delaware/DTO's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the State of Delaware/DTO may deem necessary in the best interest of the State of Delaware/DTO.

**16. State's Right to Cancel Solicitation**

The State of Delaware/DTO reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware/DTO makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware/DTO. Vendor's participation in this process may result in the State of Delaware/DTO selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware/DTO to execute a contract nor to continue negotiations. The State of Delaware/DTO may terminate negotiations at any time and for any reason, or for no reason.

**17. State's Right to Award Multiple Source Contracting**

Pursuant to 29 *Del. C.* § 6986, the State of Delaware/DTO may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware/DTO.

**18. Notification of Withdrawal of Proposal**

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by the State of Delaware/DTO prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

Proposals become the property of the State of Delaware/DTO at the proposal submission deadline. All proposals received are considered firm offers at that time.

**19. Revisions to the RFP**

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware/DTO's Web site at <http://dedo.delaware.gov/Tourism.shtml>. The State of Delaware/DTO is not bound by any Statement related to this RFP made by any State of Delaware/DTO employee, contractor or its agents.

**20. Exceptions to the RFP**

Any exceptions to the RFP, or the State of Delaware/DTO's terms and conditions, must be highlighted and included in writing in the proposal. Acceptance of exceptions is within the sole discretion of the evaluation committee.

**21. Award of Contract**

The final award of a contract is subject to approval by the State of Delaware/DTO. The State of Delaware/DTO has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

Notice will be in writing to the vendor of the acceptance of their proposal be the State of Delaware / DTO. Subsequently, an Agreement and Purchase Order will be executed. However, effective date of the Agreement shall be the date a valid, executed Purchase Order covering the fixed fee has been approved by the Secretary of The Department of Finance of the State.

**a. RFP Award Notifications**

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the State of Delaware/DTO will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.



It should be explicitly noted that the State of Delaware/DTO is not obligated to award the contract to the vendor who submits the lowest bid of the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the State of Delaware/DTO. The award is subject to the appropriate State of Delaware/DTO approvals.

After a final selection is made, the winning vendor will be invited to negotiate a contract with the State of Delaware/DTO; remaining vendors will be notified in writing of their selection status. DTO will not provide additional feedback other than written notice of selection status.

### **C. RFP Evaluation Process**

An evaluation team composed of representatives of the Delaware Tourism Office will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

The State of Delaware/DTO reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in timely manner any and all information that the State of Delaware/DTO may deem necessary to make a decision.

#### **1. Proposal Evaluation Team**

The Proposal Evaluation Team shall be comprised of representatives of the Delaware Tourism Office. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 *Del. C.* §§ 6982. The Team will negotiate with the qualified firm designated 1<sup>st</sup> on the preference list. The Team shall make a recommendation regarding the award to the DTO Director, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § 6982, to award a contract to the successful vendor in the best interests of the State of Delaware/DTO.

#### **2. Proposal Selection Criteria**

The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

The proposals all contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the State of Delaware/DTO to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals

which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 *Del. C.* §6986. Such selection will be based on the following criteria:
  - (list criteria for multiple vendor award selection)

**a. Criteria Weight**

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Editorial Content	10%
Layout & Design	30%
Photography	15%
Advertising Sales, Billing and Collection	10%
Interactive Features	15%
Listing Information	10%
Tracking Method	10%
Total	100%

**3. Proposal Clarification**

The Evaluation Team may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

Contractor will be responsible to correct errors in Travel Guide printing and electronic malfunctions to flash drive before and after launch.

**4. References**

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the

evaluation process. Additionally, the State of Delaware/DTO may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware/DTO will pay travel costs only for State of Delaware/DTO personnel for these visits.

## **5. Oral Presentations**

Selected vendors may be invited to make oral presentations or to submit additional information as requested to the Evaluation Team. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware/DTO are the vendor's responsibility.

## **D. Contract Terms and Conditions**

### **1. General Information**

- a.** The term of the contract between the successful bidder and the State shall be for 2 years with 1 extension for a period of 2 years for each extension.
- b.** The selected vendor will be required to enter into a written agreement with the State of Delaware/DTO. The State of Delaware/DTO reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the State of Delaware/DTO. Vendors will be required to sign the contract for all services, and may be required to sign additional agreements.
- c.** The selected vendor or vendors will be expected to enter negotiations with the State of Delaware/DTO, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP and the selected vendor's response to this RFP will be incorporated as part of any formal contract.
- d.** The State of Delaware/DTO's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.

- e. The successful vendor shall promptly execute a contract incorporating the terms of this RFP. No vendor is to begin any service prior to receipt a State of Delaware/DTO purchase order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware/DTO Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.
- f. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.

## **2. Collusion or Fraud**

Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware/DTO participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

## **3. Lobbying and Gratuities**

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware/DTO employee or agent of the State of Delaware/DTO concerning this RFP or the award of a contract resulting from this RFP shall have their proposal immediately rejected and shall be barred from further participation in this RFP.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFP upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the State of Delaware/DTO shall have the right to annul any contract resulting from this RFP without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware/DTO employees, contractors or agents of the State of Delaware/DTO concerning this RFP shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFP.

**4. Solicitation of State Employees**

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware/DTO to leave the State of Delaware/DTO's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware/DTO's contracting officer. Solicitation of State of Delaware/DTO employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware/DTO employee who has initiated contact with the vendor. However, State of Delaware/DTO employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under State or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

**5. General Contract Terms**

**a. Independent contractors**

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the State of Delaware/DTO's discretion as to the location of work for the contractual support personnel during the project period.

**b. Non-Appropriation**

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is

available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

**c. Licenses and Permits**

In performance of the contract, the vendor will be required to comply with all applicable federal, State and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware/DTO as provided in 30 *Del. C.* § 2502.

**Prior to receiving an award**, the successful vendor shall either furnish the State of Delaware/DTO with proof of State of Delaware/DTO Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware/DTO licensing requirements may subject vendor to applicable fines and/or interest penalties.

**d. Notice**

Any notice to the State of Delaware/DTO required under the contract shall be sent by registered mail to:

**Linda Parkowski  
DELAWARE TOURISM OFFICE  
99 KINGS HIGHWAY  
DOVER, DE 19901  
Linda.Parkowski@state.de.us**

**e. Indemnification**

**1. General Indemnification.**

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware/DTO, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims

or liabilities are based upon acts or failures to act attributable, in whole or in part, to the State, its employees or agents.

## **2. Proprietary Rights Indemnification**

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware/DTO, the State of Delaware/DTO shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware/DTO against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- (a) Procure the right for the State of Delaware/DTO to continue using the Product(s);
- (b) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- (c) Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware/DTO agrees to and accepts in writing.

## **f. Insurance**

1. Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of

any act of omission on the part of the vendor in their negligent performance under this contract.

2. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware/DTO.
3. During the term of this contract, the vendor shall, at its own expense, carry insurance minimum limits as follows:

a.	Comprehensive General Liability	\$1,000,000
b.	Professional Liability/Misc. Error & Omissions/Product Liability	\$1,000,000/\$3,000,000

If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverage's, secure at its own expense the following coverage:

a.	Automotive Liability (Bodily Injury)	\$100,000/\$300,000
b.	Automotive Property Damage (to others)	\$ 25,000

4. The vendor shall provide a certificate of insurance as proof that the vendor has the required insurance.

**g. Performance Requirements**

The selected Vendor will warrant that its possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.



**h. Warranty**

The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the State's requirements.

**i. Costs and Payment Schedules**

All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of the State of Delaware/DTO. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

The State of Delaware/DTO will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The State of Delaware/DTO may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

**j. Penalties**

The State of Delaware/DTO may include in the final contract penalty provisions for non-performance, such as liquidated damages.

**k. Termination for Cause.**

If for any reasons, or through any cause, the Vendor fails to fulfil in timely and proper manner his obligations under the contract, or if the Vendor violates any of the covenants, agreements or stipulations of the contract, the State of Delaware/DTO shall thereupon have the right to terminate the contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination, In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the State of Delaware/DTO, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is useable to the State of Delaware/DTO.

**l. Termination for Convenience**

The State of Delaware/DTO may terminate the contract at any time by giving written notice of such termination and specifying the effective date

thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of the State of Delaware/DTO, become its property, and the Vendor shall be entitled to compensation for any satisfactory work completed on such documents and other materials which is useable to the State of Delaware/DTO. If the contract is terminated by the State of Delaware/DTO as so provided, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Vendor as covered by the contract, less payments of compensation previously made. Provided however, that if less than 60 percent of the services covered by the contract have been performed upon the effective date of termination, the Vendor shall be reimbursed (in addition to the above payment) for that portion of actual out of pocket expenses (not otherwise reimbursed under the contract) incurred by the Vendor during the contract period which are directly attributable to the uncompleted portion of the services covered by the contract.

**m. Non-discrimination**

In performing the services subject to this RFP the vendor will agree that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful vendor shall comply with all federal and State laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

**n. Covenant against Contingent Fees**

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty the State of Delaware/DTO shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**o. Vendor Activity**

No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

**p. Work Product**

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the State. The vendor will seek written permission to use any product created under the contract.

**p. Contract Documents**

The RFP, the purchase order, the executed contract and any supplemental documents between the State of Delaware/DTO and the successful vendor shall constitute the contract between the State of Delaware/DTO and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, State of Delaware/DTO's RFP, Vendor's response to the RFP and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the State of Delaware/DTO and the vendor.

**q. Applicable Law**

The laws of the State of Delaware/DTO shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware/DTO.

In submitting a proposal, Vendors certify that they comply with all federal, State and local laws applicable to its activities and obligations including:

- (1) the laws of the State of Delaware/DTO;
- (2) the applicable portion of the Federal Civil Rights Act of 1964;
- (3) the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- (4) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- (5) that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any vendor fails to comply with (1) through (5) of this paragraph, the State of Delaware/DTO reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

**r. Scope of Agreement**

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

**s. Other General Conditions**

- (1) Current Version** – “Packaged” application and system software shall be the most current version generally available as of the date of the physical installation of the software.
- (2) Current Manufacture** – Equipment specified and/or furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer’s latest design. All material and equipment offered shall be new and unused.
- (3) Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.
- (4) Prior Use** – The State of Delaware/DTO reserves the right to use equipment and material furnished under this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by the State of Delaware/DTO.
- (5) Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

- (6) **Regulations** – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.
- (7) **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of the State of Delaware/DTO.
- (8) **Additional Terms and Conditions** – The State of Delaware/DTO reserves the right to add terms and conditions during the contract negotiations.

**E. RFP Miscellaneous Information**

**1. No Press Releases or Public Disclosure**

Vendors may not release any information about this RFP. The State of Delaware/DTO reserves the right to pre-approve any news or advertising releases concerning this RFP, the resulting contract, the work performed, or any reference to the State of Delaware/DTO with regard to any project or contract performance. Any such news or advertising releases pertaining to this RFP or resulting contract shall require the prior express written permission of the State of Delaware/DTO.

**2. RFP Reference Library**

The State of Delaware/DTO has made every attempt to provide the necessary information within this RFP. The State of Delaware/DTO will make the reference library available only to the winning bidder.

**3. Definitions of Requirements**

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, *will* and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFP. Failure to respond to a mandatory requirement may cause the disqualification of your proposal.

**4. Production Environment Requirements**

The State of Delaware/DTO requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by a least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.



## Exhibit A

Accommodation Type Rooms/Suites Price Senior Discount AAA Discount Group Friendly Swimming Pool - Indoor/Outdoor Fitness Center Restaurant/Food Service Pet Permitted Disabled Accessible

### NEW CASTLE COUNTY (Northern Delaware)

<b>Americinn Lodge &amp; Suites - Bear</b> 875 Pulaski Hwy., Bear 19701 302-326-2500 • www.derooms.com		60 rooms/ 15 suites	\$\$	SD	AAA						
<b>Armitage Inn</b> 2 The Strand, New Castle 19720 302-328-6618		4 rooms/ 1 suite	\$\$\$								
<b>Bed &amp; Breakfast of Delaware</b> 2701 Landon Dr., Wilmington 19810 302-479-9500		3 rooms	\$								
<b>Best Western Delaware Inn &amp; Conference Center</b> 260 Chapman Rd., Newark 19702 302-738-3400 www.showhotel.com/bestwestern/1970201		94 rooms	\$	SD	AAA						
<b>Brandywine Suites Hotel - Clarion Collection</b> 707 N. King St., Wilmington 19801 302-656-9300 • www.brandywinesuites.com		49 suites	\$\$	SD	AAA						
<b>Brandywine Valley Inn - Best Western</b> 1807 Concord Pike, Wilmington 19803 800-537-7772, 302-656-9436 • www.brandywineinn.com		90 rooms/ 10 suites	\$\$	SD	AAA						
<b>Budget Motor Lodge</b> 140 S. DuPont Hwy., New Castle 19720 302-322-1800		56 rooms/ 2 suites	\$								
<b>Comfort Inn of Newark</b> 100 McIntosh Plaza, Newark 19713 302-453-9100		107 rooms	\$	SD							
<b>Comfort Suites - Newark</b> 56 S. Old Baltimore Pike, Newark 19702 302-266-6600 • www.MRPCHotels.com/comfort		66 suites	\$\$	SD							
<b>Country Inn &amp; Suites</b> 1824 Old Churchmans Rd., Newark 19713 302-266-6400, 800-456-4000 • www.MRPCHotels.com/country		55 rooms/ 4 suites	\$\$	SD	AAA						
<b>Courtyard by Marriott - Newark</b> 48 Geoffrey Dr., Newark 19713 302-456-3800 • www.marriott.com		152 rooms	\$\$	SD	AAA						
<b>Courtyard by Marriott - Wilmington Downtown</b> 1102 West St., Wilmington 19801 302-429-7600 • www.marriott.com		126 rooms	\$\$	SD							
<b>Courtyard Newark at the University of Delaware</b> 400 Pencader Way, Newark 19716 302-737-0900 • www.udel.edu/hotel		122 rooms/ 4 suites	\$\$\$		AAA						
<b>Days Inn Newark Wilmington</b> 900 Churchmans Rd., Newark 19713 302-368-2400 • www.daysinn.com		142 rooms	\$\$	SD							
<b>Days Inn Wilmington</b> 5209 Concord Pike, Wilmington 19803 302-478-0300 • www.mydaysinnwilmington.com		96 rooms/ 2 suites	\$	SD	AAA						
<b>Delaware City Hotel</b> Clinton & Harbor Sts., Delaware City 19706 302-832-5100		12 rooms	\$\$\$\$								
<b>Delaware Motel &amp; RV Park</b> 235 S. DuPont Hwy., New Castle 19720 302-328-3114, 302-328-2879		14 rooms/ 16 suites	\$	SD	AAA						
<b>Doubletree Hotel Wilmington</b> 1727 Concord Pike, Wilmington 19803 302-478-6000 • www.doubletreehilton.com		236 rooms/ 8 suites	\$\$\$	SD	AAA						
<b>Doubletree Hotel Wilmington Downtown</b> 700 N. King St., Wilmington 19801 302-655-0400 • www.doubletreehilton.com		213 rooms/ 6 suites	\$\$\$	SD							
<b>Econo Lodge - New Castle</b> 232 S. DuPont Hwy., New Castle 19720 302-322-4500 • www.econolodge.com		53 rooms/ 10 suites	\$	SD	AAA						
<b>Embassy Suites</b> 654 S. College Ave., Newark 19713 302-368-8000 • www.embassysuites.com		154 suites	\$\$\$	SD	AAA						

Hotel/Motel - B&B/INN - Campground/RV Park - Most rooms under \$100 - \$ Most rooms under \$150 - \$\$ Most rooms under \$200 - \$\$\$ Most rooms more than \$200 - \$\$\$\$  
Senior Discount - AAA Discount - Group Friendly - Fitness Center - Restaurant/Food Service - Indoor Pool - Outdoor Pool - Pets Permitted - Disabled Accessible -



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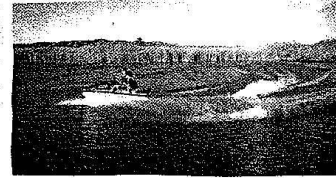
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## Exhibit C

**Vacation Interest (circle all that apply):** Beaches      Sports      History      Museums

Festivals      Shopping      Special Events      Sea Witch Festival      Beaches

Capital Region/Dover      New Castle County      Kent County      Sussex County

**Where Do You Plan to Stay:**      Rental Property      Friend or Family's Home

Hotel /Motel      Bed & Breakfast      Other: \_\_\_\_\_

**Reason for Visit (circle all that apply):** ☒ Vacation      Business      Getaway

Visiting Friends or Family      Combined Business / Pleasure      Other: \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Length of Stay:**      1 Day      2-3 Days      4-7 Days      Longer than 1 Week

**May We contact You Via E-mail?**      Yes      No

- ☐ Americas Best Value Inn
- ☐ Amtrak
- ☐ Atlantic Sands Hotel and Conference Center
- ☐ Bayhealth
- ☐ Boardwalk Plaza Hotel
- ☐ Brandywine Valley Inn-Best Western
- ☐ Cape May-Lewes Ferry
- ☐ Chase Center on the Riverfront
- ☐ Choice Hotels of the MidAtlantic
- ☐ Courtyard Newark at the University of Delaware
- ☐ Delaware Art Museum
- ☐ Delaware Museum of Natural History
- ☐ Delaware Park Racing, Slots + Golf

- ☐ Delaware State Fair
- ☐ DelawareScene.com
- ☐ Dover Downs Hotel & Casino
- ☐ Dover Hotel Group
- ☐ ecodeaware.com
- ☐ Hersha Hotels - Courtyard Wilmington
- ☐ Brandywine Inn at Wilmington
- ☐ Hotel du Pont
- ☐ Howard Johnson Hotels
- ☐ Longwood Gardens
- ☐ Nemours Mansion & Gardens
- ☐ Old Swedes Church and Hendrickson House
- ☐ One Virginia Avenue Condominium
- ☐ Pirates of Lewes

- ☐ Portraits in the Sand
- ☐ Rehoboth Beach-Dewey Beach Chamber of Commerce
- ☐ Riverfront Wilmington
- ☐ Sandcastle Realty, Inc.
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- ☐ Shrine of Our Lady Queen of Peace
- ☐ SoDel Concepts
- ☐ Tall Pines Campground
- ☐ The Bellmoor Inn & Spa
- ☐ Toscana Kitchen + Bar
- ☐ Willey Farms
- ☐ Winterthur Museum & Country Estate

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